STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 9 – FMS Processing 4.3	**EFFECTIVE DATE**: 2/13/98
TITLE: User Codes, Billing Numbers and Funding Packets for Centralized Agencies	**REVISION DATE**:
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BACKGROUND

Every organization within the department is assigned a series of user codes, billing numbers and funding packets. This series of alpha/numeric codes translates into accounting strings to process payment for supplies and services to the Department of Administration (DOA) and DHFS Bureau of Information Systems (BIS).

User codes, billing numbers and funding packets need to be established for all funding sources if charges will be paid directly through DOA or BIS billings. The codes must be updated when appropriations, projects, or responsibility areas change. The codes should be inactivated when the funding ends. It is important that the codes be maintained and updated regularly to assure the integrity of costs in the accounting system.

POLICY

For organizations that have been centralized for budget and accounting services, (Division of Health, Division of Supportive Living, Division of Children and Family Services, Division of Management and Technology, and Division of Care and Treatment Facilities Central Office), the Bureau of Fiscal Services (BFS) will maintain all DOA user codes, BIS billing numbers and funding packet information and will interact with DOA and BIS to add, update, or inactivate the codes.

PROCEDURES FOR CHANGING CURRENT CODES

Monthly a listing of all active user codes, billing numbers and funding packets will be sent to the respective BFS Lead Accountants and/or Project Accountants, and Division Fiscal Liaisons by Accounts Payable/Preaudit (AP/PA) section. Any request for changes to codes will be reviewed by the Lead Accountant/Project Accountant before forwarding to AP/PA.

PROCEDURES FOR ESTABLISHING NEW CODES

New user codes, billing numbers or funding packets may be added at any time. The Division Fiscal Liaisons should send a request to the respective Lead Accountant/Project Accountant in BFS. This can be done by memo or e-mail. The request should include the complete name of the project, the associated funding and any percentage breakout. After review of the coding, the BFS Lead Accountant/Project Accountant will forward the request to AP/PA. If the division has a specific code series or code name they wish to use, this needs to be identified when submitting the request. Confirmation of the request will be forwarded to the Division Fiscal Liaison and BFS Lead Accountant/Project Accountant when the code is established.

REFERENCES

FMS PROCESSING 4.1 (Bureau of Information Systems Billings)
FMS PROCESSING 4.2 (General Services Billings)
DOA User Code Manual

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